



Department of Housing and Community Development

NOTIFICATION OF VACANCY

June 13, 2017

**Community Development Specialist
(Program Administration Specialist II)**

POSITION #00335

LOCATION:

**DHCD
468 East Main Street,
Suite 300B
Abingdon, Virginia 24210**

HIRING RANGE:

Negotiable up to \$55,000

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking a highly-motivated Community Development Specialist to work in the Abingdon Field Office of the Program Administration and Assistance Office (PAAO) to oversee local government administration of planning and construction projects financed with state and federal funds. The Community Development Specialist serves as the primary point of contact for DHCD grantees such as city, town or county governments across the Commonwealth of Virginia that has a focus on community and economic development through the utilization of state and Federal funding resources including but not limited to: Community Development Block Grants (CDBG), Appalachian Regional Commission grants (ARC), Virginia Main Street (VMS), Industrial Revitalization Fund (IRF), Community Business Launch (CBL) and other programs administered by DHCD. The Community Development Specialist ensures that grantees and sub-recipients utilize funding sources in accordance with program requirements, provide technical assistance for the delivery of the required benefits, on time, within budget, and create supportive community relationships for the longevity of community sustainability.

QUALIFICATIONS GUIDE:

Demonstrated ability to read, learn, understand, apply and write about laws and regulations on the implementation of publically financed planning and construction projects, particularly those financed with CDBG, ARC, VMS, IRF, CBL and other DHCD administered funds. Effectively interact with all individuals associated with planning and implementing projects. Direct experience managing community development grant projects. Demonstrated skill in developing and delivering technical presentations as well as facilitating group discussion. Demonstrated ability to use presentation software, databases, spreadsheets and word processing programs. Manage time strategically, effectively handle multiple priorities, and trouble shoot problems that arise in the course of a project. Must be available for statewide overnight travel and travel independently of other agency staff. Must be willing to work in a fast-paced, high-energy environment as part of a team. A degree in public or business administration, political science, policy analysis, planning or a related field or a combination of relevant training and experience is acceptable. Previous work experience in one or more of the following areas strongly preferred: project management, community development and/or economic development; grant management, grant writing; local government or quasi-governmental entity; projects financed with state or federal funds or housing rehabilitation. A valid driver's license is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY THURSDAY, JULY 6, 2017, 11:59 P.M., EST.

*For additional information please contact our Human Resource Office, at (804) 371-7080
An Equal Opportunity Employer*

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
